

NATIONAL ENDOWMENT FOR THE HUMANITIES

WASHINGTON, D.C. 20506



OCT 1 1974

Mr. Milton McGreevy
Trustee
Nelson Gallery of Art and
Atkins Museum of Fine Arts
4525 Oak Street
Kansas City, Missouri 64111

Dear Mr. McGreevy:

It is a pleasure to inform you that, in accordance with the application identified as H-21726, a grant of up to \$197,401 is awarded to the William Rockhill Nelson Gallery of Art and Mary Atkins Museum of Fine Arts in support of the "Exhibition of Archaeological Finds of the People's Republic of China" under the direction of Mr. Laurence Sickman.

The identifying number for this grant is PM-21726-75-12, and the grant period is August 1, 1974 through August 31, 1975. Commitment of grant funds can be made during this period only and must be for materials and services used during this same period.

This grant will be subject to the cost principles set forth in NFAH Publication 1-55 and the "General Grant Provisions," both dated July 1, 1972 and enclosed. In addition, the following specific provisions will be applicable to this award:

1. A revised budget, incorporating the following points, must be submitted for Endowment approval as soon as possible:

- a. We note that the Gallery does not have a Federally negotiated indirect cost rate. To facilitate the awarding of this grant, the Endowment proposes that it support up to \$197,401 in direct costs, with the Gallery supporting the remainder of direct costs plus all applicable indirect costs.

Alternatively, the Gallery may wish to submit an indirect cost proposal to our Foundation for negotiation. Information for doing so will be furnished upon request.

.../...

As you may know, this alternative may be costly and time-consuming. If you choose the former alternative, the revised budget should reflect the distribution of additional direct costs to be supported by the Endowment.

b. "Contingency" is an unallowable budget category; funds for this item should be distributed to identifiable budget categories in the revised budget.

c. For your information, we point out one apparent arithmetical error in the budget recently submitted to the Endowment. The error occurs in the total for the category "Travel and Per Diem."

d. The revised budget should include an estimation of any project income. You are advised that, in the event that income derived from the sale or rental of the Acoustoguides, Catalogues, or other materials produced with support from this grant exceeds the cost of producing these items, all such profits must be placed in a special fund and used by the Gallery for future humanities programs in consultation with the staff of the Division of Public Programs of the Endowment.

2. Auditable institutional cost-sharing shall not be a requirement of this grant. However, all known cost-sharing and its sources should be listed in the final expenditures report.

3. An acknowledgement of Endowment support must be contained in all announcements and printed materials related to the exhibition and be displayed within the area of the exhibition itself. The form of such acknowledgements should be worked out in consultation with the staff of the Division of Public Programs.

4. Expenditures reports will be required as follows: a final report within 90 days of the completion of the grant and cumulative interim reports whenever payment is requested. An appropriate form and instructions will be found in Enclosure 1. For the limitations on advance payments, please see section 4 of the "Provisions."

5. A descriptive performance report will be required within 90 days of the completion of the grant in the format outlined in Enclosure 2. In addition, we request that you submit a copy of the catalogue and all other materials produced with support from this grant so that they may be

.../...

reviewed in conjunction with the final report.

When the revised budget has been received and approved, you will be advised by letter of this acceptance and of any additional specific provisions which may be applicable to this award. These additional provisions will be considered acceptable to you unless you register an objection within 30 days of the date of that letter.

All reports, payment requests, and correspondence pertaining to this award should be addressed to the Office of the Museums and Historical Societies Program of our Division of Public Programs.

Alex Lacy?

Please confirm acceptance of this grant and the conditions attached to it by signing the copy of this letter and returning it in the enclosed envelope.

We look forward to the significant contribution this project may make to the humanities. If any questions arise in regard to it or if the Endowment can be of assistance as the project proceeds, please feel free to contact the above-mentioned Office.

Sincerely,

Ronald Berman
Chairman

cc: Mr. Laurence Sickman
Enclosures

NATIONAL ENDOWMENT FOR THE HUMANITIES
WASHINGTON, D.C. 20506

GRANT EXPENDITURES REPORTING AND REQUESTS FOR PAYMENT

Important

Read the following instructions carefully before completing this form.

This form is used to report (1) interim expenditures, (2) final expenditures, and (3) to request payments.

Submit two copies of the completed and signed form when reporting interim expenditures and/or requesting payment.

Submit four copies when reporting final expenditures to complete the grant records.

General Instructions:

All grantees must submit:

- 1) Monthly or quarterly interim reports of cumulative expenditures according to the schedule indicated in an award letter, and
- 2) a final expenditures report within 90 days after the termination of the grant period. The date of termination shall be that designated in the award letter or subsequently acknowledged by the Endowment.

Vouchers, bills, invoices, and other documents substantiating the expenditures listed in these reports must be maintained for a period of three years after the project's termination date, or until an official audit has been completed and any exceptions resolved.

Specific Instructions:

In the heading: Indicate whether the report is an interim or final report by crossing out the inapplicable word. "Period of Report" will cover, cumulatively, from the commencement of the grant through a pertinent accounting period. On final reports, this period should be identical to item "3. Grant Period." Indicate items 1. through 4. as they appear in an award letter.

Item 5

Approved Budget

In the column headed "Amount," list the budget costs currently approved by NEH according to the categories indicated. If possible, list only the estimated costs to be charged to grant funds and not total project costs. (Grant or awarded funds are covered by the official grant or amendment letter, and include outright grant funds, gifts received by Endowment in support of the project, and Federal matching funds.)

Item 5A

This category does not include consultant fees or purchased/contractual services which should be listed under "E. Other." If fringe benefits were listed separately in the approved budget, they should also be listed under "E. Other;" otherwise include here.

5B

Include both transportation and subsistence. Subsistence refers to lodging, meals, and incidental travel expenses, whether paid by a per diem allowance or on an actual cost basis.

5C

Consumable materials and generally any items purchased which have short-term usefulness are considered supplies. Specific examples are films, tapes, office supplies, archaeological supplies, postage, etc.

5D

Include purchased items of a durable nature, or generally, those which had an acquisition cost of \$200 and will function for a period of one year or more. Rental of equipment should be listed under "E. Other."

5E

List categories of expense other than the four listed above. Such categories include space and equipment rentals, duplication costs, consultant fees, transportation of supplies and equipment, books (other than library acquisition), telephone and any other special items appearing in the budget approved by NEH. If the number of lines are insufficient to accommodate these items, enter a total on line "E. Other" and attach a detailed schedule.

5F

Indicate the approved indirect cost rate and to what this rate applies, i.e., salaries and wages (S&W), or total direct costs (TDC).

5G

Indicate the sum of the above. Since, normally the budget shown is for NEH grant funds, this may be identical to item "4. Amount of Grant."

Item 6

Expenditures

6a

This column must show the cumulative expenditures lodged against the budgeted grant costs and categories listed under item "5. Approved Budget." The period covered by the accumulated expenditures must be the same period indicated in the heading as "Period of Report;" therefore, the total on line G. would be the total expenditures of granted funds since commencement of the grant period.

On line H. indicate the total of Federal payments received under the grant. If this figure is different from that on line G., then the difference should be indicated on line I.

- 6b This column should show the financial contribution of the grantee to the project costs. These costs should be reported as they occur or are recorded. They must be auditable, and they must relate to the estimated cost-sharing as stated in the approved budget unless a change has been authorized and approved by the Endowment. The total of this column must be explained by source and amount in item 7.
- 6c This column is the sum of columns 6a and 6b and shows the total cost of the project for the stated period.
- Item 7 Give the source(s) and amounts of cost-sharing funds used to cover expenses shown in column 6b above.
- Item 8 Indicate any interest that may have accrued as a result of Federal grant funds deposited to an account. Such interest must be returned in full to the Endowment at the time of submission of the final report. Make check payable to "U.S. Treasury."
- Item 9 ✓ When appropriate, indicate the amount requested in reimbursement of expenditures plus an authorized advance, if desired. The period to be covered by the advance should be indicated. (See "Provisions")
- Item 10 The report must be certified by both the person responsible for the program and a financial officer in charge of the project account. Signatures should be in ink. Telephone contact should be indicated to facilitate resolution of questions or differences.

FINAL EXPENDITURES REPORT:

When there is a significant departure in an expenditure report category from the budget on which the grant was based, a brief explanation should be attached to the fiscal report. When there has been any significant budget/program change due to modification of the project activities originally planned, the explanation should cite relevant portions of the project narrative report of accomplishments (see enclosure 2).

If there is an unexpended grant balance (column 6a, line I), i.e., payments received exceed expenditures, a check for the exact amount should be made payable to "National Endowment for the Humanities," and forwarded with the Final Report of Expenditures.

If interest has accrued as a result of grant funds deposited to the institution's account, a separate check -- in the exact amount -- should be made payable to "U.S. Treasury," and forwarded with the Final Report of Expenditures.

Such check(s) properly identified, should be mailed to: Grants Officer
National Endowment for the
Humanities
Washington, D.C. 20506

NATIONAL ENDOWMENT FOR THE HUMANITIES

Narrative Report of Accomplishment

Berman? Lacy? see pg 2 - bottom
An original and three readable copies of this report should be submitted with the final expenditures report, through the authorizing official of the institution or organization, if applicable. Project directors are urged to submit the report by the due date since failure to do so may jeopardize future grants to them or their institutions. The appropriate office to which this report should be addressed is stated in the grant award letter.

The Endowment normally expects that any typing, duplicating, and other costs that may be incurred for preparation of the report will be borne by the project director or his institution. An elaborate format is not required.

The Report has been designed to cover a wide range of Endowment projects. It is understood therefore that reports will vary considerably according to the type of project involved, e.g., the report of a director of an internship or a summer program would include an assessment of the overall program, and possibly include reports from individual participants, and such an analysis would be quite different from the report of a director for a media program. However, to the extent applicable, adherence to the following format is requested.

Face Sheet. Indicate institution, project director, project title, grant number, grant period, amount of grant, and the date of your report.

✓ Background. Review briefly the context and objectives of the project.

39 ✓ Project Activities. Describe in reasonable detail the activities undertaken during the grant period.

Results. Indicate findings, accomplishments or progress as a result of the project. This portion of the report should be given most careful attention. When appropriate, an assessment of the impact of the project on the institution, audience, or field should be made along with a statement about the extent to which the project has deepened knowledge or appreciation of the humanities.

Status. Briefly discuss indications for continued or related undertakings, suggested by the results of the project. If there is a logical follow-up to the funded activity, indicate whether grantee intends to pursue it into additional stages, and if so, the possible sources of support.

Anticipated dissemination of results. Give estimates of times at which books, articles, papers, presentations, etc., may result from the project. (The grantee is reminded that the General Grant Provisions require the submission to the Endowment of two copies of any publications resulting from the grant and that the award document may include special provisions governing the distribution of any copyrightable materials produced under the grant, including films, video tapes, and similar materials.) Also, please note: if public information releases on project activities and results are planned at any time, please forward an advance copy to the Endowment.

Additional Information. Describe any other aspects of the project which may warrant special attention not suggested by the above format. For example, please indicate if this grant has served to attract additional sources of support; or if the conduct of a research project has had valuable side-effects, as in the training of research assistants, new approaches to teaching, faculty development, etc. Indicate if the project and its results are of such a nature as to have implications or impact in areas of public concern. Please include a brief statement, in layman's language, on the importance of the project as a contribution to the national interest in strengthening all aspects of the humanities.

Summary. If your report is lengthy, please provide a succinct summary of the foregoing report -- not to exceed two pages, single-spaced.

Attachments. For certain types of projects, the inclusion of illustrative materials may be helpful or required specifically, e.g.: photographs for archaeological projects, teaching materials developed in curriculum projects, video cassettes of media productions, etc.

Comments and Suggestions. The Endowment will be pleased to receive any comments, observations or suggestions relating to its grant programs, policies, and procedures and to know of any problems encountered in carrying out your project.

Other Information Particularly Requested by the Endowment for this Project.

THIS REPORT IS DUE WITHIN 90 DAYS AFTER THE TERMINATION OF THE GRANT PERIOD
Forward the 3 copies to the Endowment Division having cognizance of your grant.

Lacy

In addition to covering transportation and catalogue publication expenses, the grant of \$397,401 from the National Endowment for the Humanities to the Nelson Gallery-Atkins Museum will support the following:

- 1) Production of a guidebook introducing the Chinese exhibition to visitors;
- 2) Audio-visual presentations on the background of the Chinese collection; and,
- 3) The availability of guided tours for visitors to the museum.

In activity related to its support of the Chinese exhibition in Kansas City and San Francisco, the Humanities Endowment has awarded grants to the University of Kansas, University of Denver, and the Committee on U.S.-China Relations in support of the following:

- 1) Lecture programs on the exhibition for midwest high school faculty;
- 2) Workshops in Kansas for secondary and community college teachers;
- 3) Programs for the adult public in Kansas on Chinese culture; and,
- 4) Lectures, films, workshops, and programs for the adult public in the Denver area on the richness of Chinese civilization.

Total Amount Expended By NEH For Chinese Exhibition
And Related Grants:

\$397,401	-- Nelson Gallery-Atkins Museum
275,000	-- Asian Art Museum, San Francisco
7,123	-- University of Denver
16,000	-- University of Kansas
<u>40,000</u>	-- Committee on U.S. - China Relations
\$735,523	-- TOTAL

The Exhibition of Archaeological Finds of the People's Republic of China demonstrates the evolution of Chinese material culture from paleolithic times to the 14th century A.D. through artifacts and works of art which are the finest examples culled from the enormous number revealed by archaeological effort carried on by the government of the People's Republic of China over the last twenty-five years. The Exhibition consists largely of objects unique in character, many of a kind never before seen in the Western world.

The significance of this Exhibition for drawing the attention of the American public to the material culture of China, its range, quality, and continuity, spanning millenia, cannot be exaggerated. It presents, through the variety and character of the objects, an opportunity for the layman to broaden his common habits of thought about his world by introducing him to the historical background of a major contemporary culture different from his own. In this respect it is anticipated that the Exhibition will generate a fresh interest in and better understanding of the Chinese people. For those devoted to Chinese studies, whether amateur or professional, the Exhibition provides a unique and otherwise unobtainable opportunity to study in depth the history of Chinese technology, aesthetic concepts, and the unique cultural structures evolved by the Chinese.

History of the Exhibition.

The Exhibition was organized by the People's Republic of China through the agency of The Chinese Committee for the Organization of Exhibitions of Archaeological Finds. By the courtesy of the Chinese government the Exhibition has been shown in Paris, London and Stockholm. It will be shown in Toronto from August 8 to November 16, 1974.

It is anticipated that the Exhibition will be shown at the National Gallery, Washington, D.C., from December 15, 1974 to mid-April, 1975.

It is understood that the government of the People's Republic of China and the Department of State of this country concur in allowing a second showing of the Exhibition in the United States at the Nelson Gallery-Atkins Museum, Kansas City, Missouri. The situation of Kansas City in the geographical center of the United States is an appropriate location for drawing audiences from the Midwest, Southwest, Rocky Mountain States and Pacific Coast. Kansas City enjoys good transportation facilities by bus, rail and air. Kansas City's midway location also makes stop-overs convenient for trans-continental travelers.

Because of Kansas City's location in the heart of the country, it is anticipated that this Exhibition will draw new audiences who have heretofore had little chance of benefiting from the stimulation offered by an exhibition of this kind and scale. It may also be mentioned that the Nelson Gallery-Atkins Museum enjoys an international reputation for its own collection of Chinese art.

Proposed Grant Period

It is proposed that the Exhibition be held in Kansas City from approximately May 1 to June 29, 1975. The grant period requested, however, extends from June 10, 1974 to August 1, 1975. The period preceding the Exhibition would largely be devoted to preparing the highly important interpretive and educational material. Notification to the public will also be made throughout this pre-exhibition time through the agency of educational institutions, businesses, civic organizations, professional academic groups, public school systems and appropriate public media. This activity is vital because the Gallery assumes the heavy obligation of making the importance of the Exhibition known throughout the Western

half of the United States in an effort to appeal to the widest possible audience, including those not normally within the sphere of the Nelson Gallery's audience. It is requested that the grant period be extended one month after the closing of the Exhibition for evaluation. This month would also be occupied with packing and shipping the Exhibition and with rehabilitation of the exhibition facilities.

Personnel, Work Plan and Installation.

The following staff members of the Nelson Gallery-Atkins Museum will fill key positions in the project: Laurence Sickman, Director, (Vitae attached); Assistant Project Director will be Marc Wilson, Curator of Oriental Art, (Vitae attached); Ross Taggart, Senior Curator, will supervise publications, (Vitae attached); Larry Eikleberry, Director of Education, will supervise educational programs.

The services of Dr. Chang Kwang-chih, Professor of Far Eastern Anthropology and Archaeology, Yale University, will be requested for a three day period in reviewing educational materials the staff will prepare for the Exhibition.

A public services and program coordinator for the Exhibition will be hired temporarily for a period of eight months and exclusively for exhibition work.

Work plan and installation.

The installation of this Exhibition will require the relocation of an important segment of the Gallery's holdings of European paintings. A selection of the best and most important of these will be re-hung elsewhere in the Gallery so that visitors from afar to the Exhibition may also make use of the opportunity to acquaint themselves with the Gallery's holdings in other areas if they so desire. Rehabilitation of the galleries

to their original purpose will be required.

The chronological presentation of the material according to didactic concepts necessitates a carefully planned flow of visitors. To accommodate the number of objects without compromising safety, attractiveness of presentation and accessibility to the public, a number of galleries presently displaying European paintings and drawings will be vacated. These include the eight galleries and wide corridor surrounding the three large galleries normally used for loan exhibitions. (Chart attached).

The Gallery possesses a considerable number of exhibition cases. These will be augmented, where necessary, by specially built cases. Cases, armatures and stands for specific objects especially constructed by the National Gallery will be available to the Nelson Gallery.

A certain number of lighting fixtures over and above those normally used by the Nelson Gallery will be required in order to satisfy the physical and aesthetic demands made by the Exhibition.

A public service and information desk will be constructed at one end of the Great Hall. The placement and shape of the desk will assist in crowd management. Other crowd management techniques will be employed whenever necessary. This desk is supplementary to the Gallery's usual public informational facilities, which are inadequate and poorly located for the purpose of the Exhibition, and will be devoted exclusively to this Exhibition.

The design and installation of the Exhibition will be the responsibility of the Gallery's technical staff, under the supervision of the Director and Assistant Director of the Project. Time limitations imposed by scheduling and the size of the show will require two additional preparatory assistants, who will be hired for a period of two weeks prior to

the Exhibition and one week after its closing, and three additional maintenance men for a total of twenty man weeks.

Sufficient and stipulated security requires extraordinary and additional manpower to be hired temporarily and exclusively for this exhibition. Projections indicate that fifteen (15) additional security personnel will have to be hired for security and crowd management during the regular opening hours of the Exhibition, which are to be 10:00 am to 5:00 pm, Tuesday through Saturday, and Sunday 2:00 pm to 6:00 pm. Projected hours of special and additional opening will necessitate the same number of security personnel for evening hours, 5:00 pm - 10:00 pm and Sunday morning openings, 10:00 am to 2:00 pm.

Staffing of the public service desk will require four additional persons.

Educational Programs.

In the broadest terms, attendant educational efforts will attempt to inform the widest possible public of the character of the Chinese people and their material culture as exemplified in the Exhibition. The educational opportunity prompted by the Exhibition can happily be expanded by calling the Gallery's own extensive holdings of Chinese art and artifacts to the attention of those whose curiosity was stimulated in the first place by the material in the Exhibition.

The character of the Exhibition makes it ideal for education on nearly every level, due in good measure to the didactic emphasis of the original selection of objects and to the strictly educational manner of presentation. Selection was not prompted by aesthetic considerations alone, but rather by the value of the objects in delineating Chinese material culture. Presentation relies upon strict chronological order with the expectation that a sense of historical evolution will emerge and that such an arrangement will provide its own context for any

specific object.

Catalogue.

We look forward to sharing with the National Gallery the catalogue, which will be a modification of that used for the London and Toronto showings of the Exhibition. The text has been prepared by William Watson, based on detailed, expert publications by the archaeologists of the People's Republic of China. Watson is Professor of Chinese Art and Archaeology, University of London, and Head of Percival David Foundation of Chinese Art. Each of the three hundred eighty-five objects is illustrated in black and white. These are supplemented by numerous color-plates and photographs of archaeological sites.

The catalogue will be sold at a minimum markup only sufficient to cover costs and handling in order to ensure maximum distribution among the public.

Short Guide to the Exhibition.

This will be prepared by the Oriental and Education Departments of the Nelson Gallery and will be an illustrated foldout sheet having sixteen pages in the format of a doubled eight-page form. This will sell for approximately 25¢ - 35¢ and is intended for those who do not wish to purchase the more expensive catalogue. The short guide will cover a selection of highlights from the Exhibition and will offer a condensed introduction to the Exhibition. It is in the preparation of this and similar material that we are requesting the consultant services of Dr. Chang Kwang-chih, Professor of Far Eastern Anthropology and Archaeology, Yale University.

Children's Project Workbook.

Past experience has shown that the response of elementary level school children can be enlivened and made both more meaningful and long-

lasting through the use of project workbooks. The material of such workbooks is usually drawn exclusively from the exhibition and is re-worked and arranged in such a way as to elicit personal interpretive responses from the child. The project workbook for this exhibition will be prepared by the staff of the Education Department of the Gallery. It will be distributed free of charge prior to and during the Exhibition through the art teachers and art consultants of the public school systems of the Greater Kansas City region within practicable transportation distance.

Orientation Room.

An orientation room will be constructed outside the Exhibition area. It will carry two simultaneous automatic audio-visual presentations. One of these will be a background introduction providing specific context to the Exhibition. The other will introduce the visitor to urban, rural and scenic China, and include views of modern Chinese accomplishments in civil engineering.

Acoustiguides.

Two hundred acoustiguides will be made available through the Service Desk at a minimal charge to cover costs of servicing and distributing the units. The acoustiguide text will be prepared by the Project Director and Assistant Project Director, /the Consultant, with the coöperation and concurrence of the Chinese curators accompanying the Exhibition.

Interpretive Materials.

Extensive interpretive materials will accompany the Exhibition. These, it is expected, will be shared in part with the National Gallery and will include local maps, photomurals of archaeological sites, maps interpreting cultural and technological shifts and displays dramatizing the manufacture and original functions of selected types of objects in

the Exhibition. Explanatory labels will, of course, accompany each object in the Exhibition.

Formal lectures and films.

Four public lectures by acknowledged specialists will be scheduled for Sundays during the first six weeks of the Exhibition. Two films which accompany the Exhibition will be shown daily throughout the period of the Exhibition. These will be supplemented by occasional showings of films on archaeological finds in China, providing such films, which are currently available from the United Nations mission of the People's Republic of China, continue to be available.

Group and Tour Accommodation.

Provision for eliciting group visitors by appointment has been made. Guided tours to such groups will be offered by specially trained docents and will be tailored to meet the level of preparation of the group. In the case of advanced university groups, it is expected that the Project Director and Assistant Project Director will personally conduct tours of the Exhibition and informal seminars.

Extension Services.

Audio-visual programs introducing ancient Chinese culture and present-day archaeological work in the People's Republic of China will be circulated beginning three months prior to the opening of the Exhibition. Principal avenues of circulation will be: public libraries, civic groups, service clubs, the university and college departments of art, archaeology, history and anthropology.

In addition, colleges, universities and schools throughout the region will be urged to emphasize all aspects of Chinese studies in curricula in the 1974-75 academic year.

The following are examples of the kinds of organizations through which notification of the presence of the Exhibition in Kansas City

will be made:

College Art Association (appropriate regional conferences)

Association of Asian Studies (appropriate regional conferences)

American Oriental Society (appropriate regional conferences)

National Committee on United States - China Relations

College and University departments of art, archaeology,
history, and anthropology

Future Farmers of America

4-H Clubs

Service Clubs

Local Neighborhood Council groups.

It is anticipated that arrangements for public notification can be made also through national air, rail, and bus companies servicing Kansas City and the Western half of the United States. Similar cooperation is expected from major hotel chains.

Funding.

The actual mounting of the Exhibition and attendant educational programs is contingent upon substantial support from the National Endowment for the Humanities. The Nelson Gallery-Atkins Museum is prepared to contribute in funds, facilities, and personnel approximately 30% of the budget. Application has not at this time been made to other agencies. Plans, however, call for applications to the State Arts Councils of Kansas and Missouri. Such funding would be restricted to augmenting educational activities within these two states. For example, with these funds it would be possible to provide for bussing of visitors to the Exhibition and financing additional educational programs. Specific programs in this respect have not been made here nor have they been included in the budget, since such programs are contingent upon the receipt of funds from the two State Councils on the Arts.

The Kansas City Trusts and Foundations will be approached to aid with the transportation of local groups to the Exhibition. As in the previous case this is a restricted and contingent program and has therefore not been budgeted.

Evaluation.

Evaluation procedures will include not only the normal gate count, but effort will also be made to analyze attendance by regional distribution, age group, and by school or university affiliation, if any. Complete statistics will be supplied on the sale of catalogues and brochures and the distribution of other educational materials. Attendance at audio-visual programs will be monitored. These statistics will be weighed in relation to the population density and geographic extent of the audience which we are obliged to reach.

All personnel connected with the Exhibition will be requested to report periodically and as objectively as possible on audience response.

REVISED BUDGET - Nov. 26, 1974

A Salaries - Allocation

Project Director, Laurence Sickman Director, Nelson Gallery & Curator Emeritus, Oriental Art 3 months	\$7,000.00/
Assistant Project Director, Marc Wilson Curator of Oriental Art, Nelson Gallery 5 months	6,000.00/
Editor in charge of publications Ross E. Taggart, Senior Curator Nelson Gallery 3 months	4,000.00/
Director of Education, Larry Eikleberry Director of Education, Nelson Gallery 3 months	3,000.00/
Accountant, Leigh Brew Accountant, Wm. R. Nelson Trust 6 weeks at \$8,000 per year	923.00/
Gallery Preparator, Bobby Hornaday 2 months alteration & rehabilitation 3 weeks packing and handling Total 11 weeks at \$9,750 per year	2,062.50/
Assistant Gallery Preparator, Jeff Wilcox 2 months alteration & rehabilitation 3 weeks packing & handling Total 11 weeks at \$5,840 per year	1,235.30/
Electrician, Leon Graven 4 weeks alteration & rehabilitation 4 weeks installation Total 2 months at \$10,764 per year	1,656.00/
Ralph T. Coe, Assistant Director Nelson Gallery 4 weeks for alterations & rehabilitation	1,600.00/
Ellen Goheen, Assoc. Curator of Painting & Sculpture, Nelson Gallery 1 month for alterations & rehabilitation	800.00/
Exhibition Designer, John Lowrey 16 weeks at \$10,000 per year	3,080.00/
5 guards 2 months at \$2.30 per hour, 40 hr. week	3,680.00/
6 armed guards 9 weeks at \$5.00 per hour, 40 hr. week	10,800.00/

A.E. Callahan, Cabinetmaker
Nelson Gallery. 3 months at
\$1,000.00 per month

\$3,000.00/

act Proc

Gracia 1 secretary, Dec. 1 1974 - July 1 1975
Booking secretary, \$725 per month

\$5,075.00*

Lois Sandy Wms

Robert Marlin 1 Program Coordinator and Supervisor.
For 6 months at \$20,000 per year

10,000.00*

Lois ~~Gracia~~ 1 Secretary to the Project and secretary
to the Program Supervisor, for 1 year
at \$7,200

7,200.00*

Gracia Wms?

1 Secretary to Mark Wilson - *Jean Drotts*
\$725 per mo. Dec. 1 1974 - July 31, 1975

5,800.00*

Joan B.S. 1 Chief of Educational Projects
for 6 months at \$20,000 per year

10,000.00*

from England per mo

1 Assistant Exhibition Designer
\$600.00 per month for 7 months

4,200.00*

(Hourly)

Randall Richards

Total Salaries NEH

42,275.00*

Total Salaries NG

48,836.80/

B Travel and per diem

Travel (Laurence Sickman, Marc Wilson, John
Lowrey, and Forest Bailey [Gallery
conservator], Economy jet air fare)

3 round trips to Toronto at \$150.00 each - 450.00*

3 3-day per diem in Toronto at \$25 - 225.00*

11 round trips to Washington at \$175.00 - 2,375.00*

10 3-day per diem in Washington at \$25.00 - 750.00*

1 10-day per diem in Washington at \$25.00 - 250.00*

Total travel NEH

4,050.00*

/ = Gallery pays as their cost sharing
** = Paid by NEH*

C Supplies

Fire equipment, hoses, standpipes, bomb blankets, etc.	\$2,712.00 /
Office equipment for Exhibition office for 3 persons, typewriters, desks, telephones, etc.	2,000.00/
26 75-watt Prescolite spots material and installation, at \$27.35 ea.	711.50/
100 150-watt Prescolite spots, material and installation, at \$38.35 each	3,835.00/
50 250-watt Lightolier, Lens spots, material and installation, at \$27.50 ea.	1,375.00/
Felt for lining cases at \$3.40 per yard, 100 yards. (gray felt)	340.00/
Recovering walls -- material, scotch guarding (at \$3.50 per yars), labor (at \$0.55 per sq. foot to install 1,200 sq. feet.	9,000.00/
2 banners at \$750.00 each	1,500.00/
Special sign at U.S. Highway 50	500.00/
Partition in Spanish-Italian room	300.00/
Entrance and exit doors, block corridors	500.00/
Information desk	300.00/
Temporary installation, cases, etc. as necessary for conversion of additional galleries and to create space in Kirkwood Hall, as requested by Chinese delegation	16,000.00/
Double Orientation room 25' x 60'	
Material and labor; [each at \$4,000.00]	8,000.00*
Audio-Visual Consultant	1,000.00*
Equipment (audio-visual projectors, see D-Equipment purchases (\$3,000.00)	

C Supplies (continued)

Temporary installation materials, fabrication, including cases	\$12,000.00*
---	--------------

Servicing existing display cases, fitting with sand bags, alteration of locks, addition of locks, lights, and humidity control materials, installing hydrometers, etc.	5,667.00*
--	-----------

24 hours climate control (air conditioning, dehumidifiers, etc.) Extra expense for use over and above normal operation costs.	4,000.00*
--	-----------

Total supplies NEH	30,667.00*
--------------------	------------

Total Supplies NG	39,073.50/
-------------------	------------

D Equipment Purchases

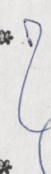

Acoustoguides 200 at \$50.00 each	\$10,000.00*
--------------------------------------	--------------

Audio-visual projectors with sound tracks for use in Orientation room. Three separate areas to be provided with special equipment	4,500.00*
--	-----------

Total equipment NEH	14,500.00*
---------------------	------------

E-1 Other

Fringe Benefits

5.85 o/o of salaries NEH	\$2,473.00*
5.85 o/o of salaries NG	2,857.00/
Press and Official opening April 19th	2,500.00/
Membership opening, April 20th	2,000.00/
Liability (staff negligence) insurance 3 months for \$4000,000.00	200.00/
Postage, telephone, and telegraph	1,000.00*
Packing and transportation costs (ground transportation and transit security)	5,000.00*
Shipping charges for cases and exhibition material, 1 way, Washington to K.C.	2,644.00*
Loading and unloading charges at \$27.00 per hour. 6 hours	162.00*
Trucking & warehouseing empty packing cases	600.00*
Payment of 25 o/o of cost of small check-list catalogues from National Gallery, additional percentage will be paid from sales. [NOTE: the sum of \$25.00.00 will have to be paid by the Nelson Gallery a substantial time before the sale of these check-lists will be started]	6,250.00* 
2 o/o shipping cost of check-lists (based on the total cost of check-lists of \$25,000.00)	500.00* 
Rearrangement and lateration costs Taking down and rehanging permanent collection	3,000.00*
Rehabilitation after use. Refinishing floors. Materials and labor 15 rooms and 2 corridors	9,000.00*
Total Other NEH	30,629.00*
Total Other NG	7,557.00/

E-2 Other

ITEMS SPECIFICALLY RELATED TO EDUCATION AND PUBLICITY

Postage: 20,000 announcements on frank mailing at \$0.017	340.00*
Postage: 1st class at \$0.10	100.00*
Posters: 2 sizes, and printed on varying stock. Design costs and printing	5,365.00*
Copyright payments for poster, photographs, and transparencies for poster and advance publicity	1,500.00*
Preparation of tapes, reproduction of tapes and maintenance (technical) For personnel required to service. see A-1	3,000.00*
Special letter-head, 30,000	1,200.00*
Handling and addressing notification announcements	3,000.00*
Second mail-out. About February, 1975 to Universities, Museum, Art Centers, etc.	3,000.00*
Fliers to be distributed through such channels as telephone and retail merchant bills. Print costs	2,000.00*
Brochures. Short guides, give away. Print 150,000 copies	22,000.00*
Supplemental film rentals for use at the Gallery	1,500.00*
Extension services. Purchase or rental of films for showing in public libraries, universities, city recreation programs, reimbursement of travel and related expenses to show and explain films	4,000.00*
Additional Extension services to apply to services in all adjoining states	16,000.00*

E-2 Other (continued)

ITEMS SPECIFICALLY RELATED TO EDUCATION AND PUBLICITY
(Continued)

Photographic record for distribution to People's Republic and for final evaluation	700.00*
--	---------

Guides for children, especially designed to serve as Project Work books (Instant reprinting capability)	6,000.00*
---	-----------

Professional services and consultant fees Chang Kwang-chih, Professor of Far Eastern Anthropology, Yale 3 days at \$200.00 per day	600.00*
---	---------

Transportation	400.00*
----------------	---------

4 Lecturers at \$200.00 honorarium each, plus expenses \$300.00 each (no food)	2,000.00*
--	-----------

Translation of Educational Materials	1,500.00*
--------------------------------------	-----------

Mailing of 1,000 posters in 2" x 42" tubes at \$0.47 each	475.00*
--	---------

Notification announcements, printing 20,000 copies	600.00*
---	---------

Total Other (Education)	75,280.00*
NEH	

Total Direct Costs NEH	\$197,401.00*
Total Direct Costs	95,467.30/
 Total Project Cost	 \$292,868.30
 Income Projection:	
Institutional Cost-share	95,467.30/
National Endowment for the Hunanities	<u>197,401.00*</u>

Guard Budget

Nov. 26 budget.

This represents our commitment for cost share

5 Guards, 2 months
at 2.30 per hr.
40 hour week 3,680.00

6 armed guards
9 weeks at \$5.00
per hour,
40 hr. week 10,800.00

Amount not in budget
10¢ hours new
contract for 5 guards
above 160.00 sub total 14,640.00

March 1 budget.
This represents amount
requested from NEH

2 guards at door.
at 2.30 per hr.
40 hr. week
8 weeks 1,472.00

20 guards in 16 gals.
at 2.30 per hr.
40 hr. week
8 weeks 14,720.00

1 person for gate control.
Same rate as above 736.00

1 person for traffic control
same rate as above 736.00

Amount not in budget
15¢ hour new
contract for all
persons listed under
March 1 budget 768.00

Total for regular
working hours \$ 33,072.00

Over-time hours for guards. March 1 budget.

NEH commitment.

20 guards in 16 galleries
at 3.45 per hr.
9 weeks
21 hours per week \$13,041.00

2 guards at door
same rate 1,304.10

1 person for gate control
same rate 652.05

1 person for traffic control
same rate 652.05

Item not in budget
15¢ hour new contract
for all above 680.40

Total over-time hours 16,329.60

Total hours budgeted for guards
and traffic flow personnel
[not including chief of Security] \$49,401.60

PLEASE NOTE

Actual amount submitted to NEH on the two budgets
was \$47,793.20

The additional amount of \$1,608.40 represents
the increase in the hourly contract to \$2.40 per hour
and \$3.60 for over-time.